

BATTALION CHIEF - LINE

DEFINITION

Under general direction, to perform responsible management, administrative and technical duties in commanding and coordinating emergency incidents including fire suppression, rescue, emergency medical services, and hazardous material response; to manage, coordinate, and supervise operations, personnel, equipment and facilities as assigned; to act as Incident Commander until relieved by a superior officer; to provide highly complex staff assistance to the Fire Chief and others; and to perform related work as required.

CLASS CHARACTERISTICS

This classification reports directly to the Fire Chief and has responsibility for providing supervision to assigned staff on the assigned shift. The classification is assigned to a rotating 24 hour shift, shared by three incumbents.

EXAMPLES OF ESSENTIAL FUNCTIONS – Essential functions may include, but are not limited to, the following:

- Exercises command and supervision over personnel, equipment and Department resources on an assigned shift; plans, prioritizes, assigns, supervises and reviews the work of subordinate staff; performs employee evaluations; works with employees to correct deficiencies; recommends and implements disciplinary actions.
- Participates as a member of the Fire Chief's staff; assists in the development and administration of Department goals, objectives, Administrative and Standard Operating Guidelines.
- Conducts meetings with Company Officers or others as necessary for the proper dissemination of information, procedural updates, changes in Department guidelines and other information from staff meetings; participates with Fire Captains in the training of staff.
- Makes periodic inspections of staff and fire stations, grounds, apparatus and equipment; notes any repair needs, evidence of neglect, carelessness or improper attention to duty.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures on an assigned shift; identifies opportunities for improvement; recommends and implements approved changes.
- Analyzes, interprets, and enforces applicable fire safety codes and standards.
- Enforces and holds subordinates accountable to City and Department Administrative and Standard Operating Guidelines and special orders.

- Manages special assignments and project areas (logistics, special operations, and EMS) and delegated assignments within project areas.
- Supervises subordinates in the management of special project assignments.
- Participates in the preparation and administration of the Department budget.
- Prepares and maintains a variety of technical reports and records, including written reports, budget proposals, performance evaluations and other documents as directed.
- Within established guidelines, provides for the safety of Department personnel and members of the public at emergency and non-emergency events.
- Responds to emergency and non-emergency events as required and, if warranted, assumes and maintains command until relieved by a superior officer.
- Makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from company officers.
- Reviews, corrects as necessary, and approves all incident reports and other correspondence as required.
- Attends all drills, meetings, classes or other functions as required.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues
- Oversees the maintenance and repair of department vehicles, apparatus, equipment and facilities; coordinates the annual apparatus service testing; ensures equipment is maintained in a constant state of readiness for emergency operations; conducts safety inspections; selects, recommends and purchases equipment and vehicles as needed.
- Trains, motivates and evaluates assigned staff and provides or coordinates training to correct deficiencies.
- Reviews and approves time sheets; maintains records and processes time-off requests for vacations, holidays, and sick leave for assigned personnel in accordance with City policies and procedures, and Department guidelines.
- Ensures the oncoming shift(s) are aware of work assignments, projects, or other occurrences which may affect their tour-of-duty in any way or which require monitoring or follow-up.
- Creates an environment to encourage personnel to expand personal and professional capabilities

- Represents the City and the Department in the community and at professional meetings as required; coordinates Department activities with other City departments and divisions and with outside agencies to ensure the needs and/or goals of the Department are met.
- Participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and establish favorable public relations.
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff.
- Acts in the capacity of the Fire Chief as delegated or in his/her absence.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal fire department.

Modern principles, practices and techniques of fire science, operations and training.

Principles of supervision, training, and performance evaluation in a combination career/volunteer fire department.

Department organizational expectations.

Local geography, including the location of water mains, fire hydrants and target hazards within the City.

Proper English usage, grammar, spelling and punctuation.

Appropriate safety rules and procedures.

Pertinent federal, state, and local laws, codes, and regulations.

Skill In:

Making sound decisions and directing operations at an emergency scene.

Reading, understanding, interpreting and applying City policies, procedures, rules, regulations and special ordinances and guidelines relating to all Fire Department operations.

Defining problems, collecting data, establishing facts and drawing logically consistent conclusions.

Planning and administering a complex budget; allocating limited resources in a cost-effective manner

Analyzing problem situations, identifying safety hazards, locating and analyzing equipment problems, and explaining assignments and/or responsibilities to other employees.

Planning, assigning, supervising, and evaluating the work of support personnel under both emergency and non-emergency circumstances; evaluating performance of subordinates fairly and objectively in accordance with Department standards.

Conducting fact-finding inspections, investigations or interviews and preparing the necessary documentation.

Understanding and following complex verbal and written directions.

Using computer technology and applications in the performance of daily activities including preparing reports, correspondence, technical records, and other documents and/or papers used by the Department.

Participating in fire suppression activities as necessary; climbing ladders, advancing hose lines and operating other fire fighting equipment appliances, including respiratory protection.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing, to present information to Department personnel, members of the public, other City employees, and the media.

Supporting, reinforcing, and modeling Department organizational expectations.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight (8) years of increasingly responsible full-time experience in an organized fire department with a minimum of two (2) years in a responsible command position at the company officer level.

Training:

Required:

Associate's Degree from an accredited college with major course work in fire science or a closely related field. Successful completion of the following State of California Certified Chief Officer courses:

- Fire Command 2A
- Fire Command 2B
- Fire Management 2A
- Fire Management 2C

Desirable:

Successful completion of the State of California Chief Officer Certification program.

License or Certificate:

Possession of, or ability to obtain, a valid California Class B operator's license.

Possession of, or ability to obtain, valid First Aid and Cardiopulmonary Resuscitation cards.

Possession of a State of California Certified Fire Officer Certificate.

TYPICAL WORKING CONDITIONS

On a continuous basis, work indoors in an office environment; intermittently travel in assigned vehicle to satellite stations or respond to emergency situations or incidents. May be exposed to dust, noise, smoke, fumes, gases, oil, grease, wet, uneven and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field. May work unusual and prolonged schedule during emergencies, seasonally-caused circumstances or special projects. May be exposed to varying climates or hot and cold temperature conditions while in the field.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk for long period of time; intermittently walk, stand, squat, twist and reach while retrieving and/or returning files, supplies or equipment. Twist and reach for equipment surrounding desk; use telephone and write or use a keyboard to communicate through written means. Perform various tasks that require standing, walking, bending, stooping, kneeling, simple and power grasping, pushing, pulling and fine manipulation. Perform physical activities of a strenuous nature; lift or carry weights of 90 pounds or less; strength and stamina to perform fire service duties. Drive a motor vehicle under Code 3 conditions; see and hear with sufficient acuity to identify potentially hazardous conditions; vision to read printed material and a computer screen; hearing and speech to communicate in person or over communications equipment.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.